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SECURITY INFORMATION

ADMIN: Attn, OSO Personnel Officer
Chief, FDC; Chief, FD
Chief, FDZ

6 November 1951

Delegation of Administrative Control, FDZ Mission Personnel

authorization/delegation/authority

1. This is to advise you of the following changes in FDZ internal administrative structure:

(a) The Field Missions Branch, FDZ, is charged with the headquarters administrative support (personnel, budget, finance, procurement, other support) of the following FDZ field units:

(1)
(2)

(3)
(4)
(5)

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25X1A9a

(b) Mr. [REDACTED] continues as Branch Chief, Field Missions Branch (FMB) of FDZ, and is located in Room 2032, Building "A," telephone extension 2185, 2186.

(c) Although general overall supervision of the administrative activities of this branch will continue to be maintained by the Chief, Administrative Staff, FDZ, the Chief, FMB will be responsible for all personnel administration of the individuals assigned to units under his jurisdiction. This will include T/O assignments, recruitment, training, travel, promotions, preparation of vacancy reports, etc.

2. It is, therefore, requested that specific administrative matters pertaining to FMB personnel be referred directly to the Chief, FMB/FDZ whenever practicable.

3. All correspondence from this branch, both internal and field, will continue to be released by the appropriate FDZ officers, according to current OSO regulations.

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Chief, FDZ

Originator: [REDACTED]

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